



To: Victor Ketellapper
From: Steven Paris
Date: April 12, 2005
Subject: MARCH 2005 MONTHLY STATUS REPORT

Task 1 – Scoping Meeting

Task Accomplishments

- There were no activities on this task during the reporting period.

Task Forecast

- No work is anticipated under this task in the future.

Issues

- No funding remains for this task.

Task 2 – Monthly Reports

Task Accomplishments

- The remaining funding was reallocated to support additional work scope to be performed under Task 5, Stakeholder Action Plan.
- The subject report was prepared.

Task Forecast

- Monthly progress reports will be prepared until completion of the project.

Issues

- No issues were identified with this task this reporting period.

Task 3 – Fact Sheets

- No issues were identified with this task this reporting period.

Task Accomplishments

- There were no activities on this task during the reporting period.
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Task Forecast

- No issues were identified with this task this reporting period.

Issues

- There are no issues on this task.

Task 4 – Newspaper Advertising

Task Accomplishments

- There were no activities on this task during the reporting period.

Task Forecast

- There were no activities scheduled for this task in March.

Issues

- No funding remains for this activity.

Task 5 – Stakeholder Action Plan

Task Accomplishments

- Data development
 - Continued contacting assessment participants with questions as necessary to clarify or elaborate on issues.
 - Responded to comments and inquiries of community stakeholders, as appropriate.
- Data analysis
 - Continued coding data into lower order, more specific categories.
 - Continued developing 'analytical notes' and 'research and methodology journal' documents.
 - Continued consulting with Victor Ketellapper, EPA VB-I70 Program Manager regarding issues that have arisen.
- Administrative
 - Developed list of work activities that were completed and will be completed, that are in addition to those proposed in the original proposed scope-of-work and approved by EPA, and the corresponding level of effort and budget to complete these. These work activities already completed have been described in detail in previous progress reports.

The new work activities involve primarily:



- 1) Additional contacts with participating stakeholders to determine if concerns they identified at the start of the project are still of concern, or if they have been addressed; and
- 2) Development and conduct of a final presentation tailored for the government program managers and Denver Environmental Health staff, which will have an over-lapping but different focus than the final written report that will be available to the public.

Task Forecast

- Finalize in-depth analysis.
- Continue refining working outline for final report.
- Develop additional data as necessary, e.g., contacting specific assessment participants to determine if their concerns about specific issues they perceived as problems at the time they completed the questionnaire survey and in-depth interview have since been allayed.
- Develop the final written report.
- Develop a presentation for Program Manager and Denver Environmental Health staff.

Issues

- Not applicable.

Task 6 – Revision of the Community Relations Plan

Task Accomplishments

- Summit provided Jennifer Chergo/EPA a draft final revision of the CIP document on March 31, 2005 for review.

Task Forecast

- SUMMIT will revise CIP as directed by EPA.

Issues

- Not applicable.

Project Costs

EPA VB/I70 Ph 2		Budget	Total Costs
	EPA VB/I70 Ph 2		
	Task 1 Meeting	\$435	\$434
	Task 2 Monthly Reports	\$1,500	\$973
	Task 3 Fact Sheets	\$10,476	\$9,126
	Task 4 Advertising	\$1,662	\$1,662



	Task 5 Stake Act Plan	\$38,927	\$24,276
	Task 6 Rev CRA	\$11,924	\$10,660
	Total EPA VB/170 Ph 2	\$64,923	\$47,130

Costs reported as of 4/3/05